



JOB POSTING

Benefits Eligible
Full-Time Position
Salary Range
\$30,000 to \$36,155

Position: **Software Technician**

Dept: **Information Technology**

Posting Dates: **1/31/08 until filled**

Position Responsibilities (include but are not limited to the following):

Incumbent will be on-call for support of IT systems for operations in City Departments including public safety systems, engineering systems, and other systems that may require 24x7 coverage. Position requires the carrying of a cell phone/pager and to be on-call 24 hours per day to respond to emergency situations. Occasional weekend and/or evening work is required.

Incumbent may be required to support users and equipment away from the primary work location, requiring use of own vehicle for transportation. Mileage for POV is a reimbursable expense.

Knowledge, Skills, and Abilities Required:

- Strong background with Windows Operating Systems and Microsoft Office Products
- Citrix and other RDP package experience
- Strong background with Microsoft Office Products
- Web applications and content management tools
- Basic Networking skills
- Excellent Documentation Skills
- Strong troubleshooting abilities
- Strong communication skills
- Ability to establish user trust and confidence in the group's knowledge of and concern for users needs
- Excellent team-oriented interpersonal skills

Minimum Qualifications:

Education/Training: Bachelor of Science degree in computer science or information technology.

Experience: Minimum of 1 year experience in a computer related field.

Working Conditions: Office setting.

Physical Requirements:

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters.
- Ability to hear within normal range.
- Ability to extend hand(s) and arm(s).
- Ability to lift up to 50lbs.

Internal Candidates must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.

How To Apply: Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to:

City of Terre Haute
Human Resources
17 Harding Ave
Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: hr@terrehaute.in.gov

Applications will be accepted until the position is filled.